



# ADMINISTRATIVE NOTES



Superintendent  
of Documents  
Stop: SLLC

LIBRARY PROGRAMS SERVICE  
Washington, DC 20401

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December 1988

## NEW CHIEF OF CATALOGING SECTION 1: LAURIE B. HALL

The Library Programs Service is pleased to announce the appointment of Laurie Beyer Hall as the new chief of Cataloging Section 1 in the Classification and Cataloging Branch. Ms. Hall has been a serials cataloger in the Branch for the past three years. In her new capacity, she will continue to coordinate the compilation and production of the Periodicals Supplement as well as coordinate other projects concerning serials and serial policy in the Branch. She will also oversee monographic cataloging and classification in the section.

Ms. Hall holds a B.A. from the University of Virginia and an MLS from Catholic University. She brings to the position working knowledge and experience in public, academic, and corporate librarianship, and she has also worked at the Lauinger Library Documents Depository at Georgetown University.



AMERICAN SOCIETY FOR INFORMATION SCIENCE • 1424 16TH ST., N.W., SUITE 404 • WASHINGTON, D.C. 20036 • 202/462-1000

September 2, 1988

Charles R. McClure  
7508 Northfield Lane  
Manlius, NY 13104

Dear Chuck:

On behalf of the American Society for Information Science, I am pleased to inform you that you and Peter HERNON are the recipients of the 1988 ASIS Best Information Science Book Award for your book, Federal Information Policies in the 1980s: Conflicts and Issues. Congratulations! I am sure that you are as proud of your accomplishment as we are pleased to recognize it.

Your award will be presented at the Awards Banquet, on Wednesday, October 26, 1988, during the 51st ASIS Annual Meeting in Atlanta. I look forward to seeing you there to personally acknowledge your achievement. A follow up letter will be sent shortly with more details of the presentation of the award.

Again, congratulations on your award.

Sincerely,

Linda Resnik  
Executive Director

cc: Board of Directors

### **Best Information Science Book Award**

This award is given annually to the author(s) and publisher of an outstanding book relevant to the information sciences, including all communications activities and information science and technology fields defined in the purpose of ASIS. Books are judged on their importance to information science and technology, readability, validity, originality, research significance and scholarship.

The recipients of the 1988 ASIS Best Information Science Book Award are **Peter HERNON** and **Charles R. McClure** for their book, *Federal Information Policies in the 1980s: Conflicts and Issues*. The book was published by Ablex Publishing Corporation.

(Reprinted from the  
ASIS 1988 Annual Conference  
Program)



Michael A. Cearn

Michael A. Cearn

Joseph Wilton

Joe McVane

Stephen Ash

Ronald K. Morton

Larita Freeze

HAPPY HOLIDAYS

FROM L P S

Happy Holidays  
B. G. Martin

And a Happy New Year  
Hanson MacGilroy

Ed Loughran

Stephanie Donal

Donna Hoff

Barbara Ferguson

John Tato

Steve Wiggins

Dana Lowings

Yeon

N. Mung

Susan Isadore

Ruby Woodard

Diane B. Noman

John Walten

Mary Brown

Joan Albert

Shirley Rouse

Isabel Hanna

G. Wright

Sharon Mason

Joan Spetford

Artist  
Keith Brown

Earl Luster

Shalline Murch

Harley Chace

Laurie Byrd Hall

Tracy

Donna Mark Scully

Francis Decker

Andrea Drake

Joan Bates

Chandra

Steven K. Roth

Chiz Woodward

Bob Melton

Will Danielson

Beatrice H. Blichaz

Valerie Bergman

Jan C. Dugman

Reggie

Barbara

Jan Eickman

Kimmy

Carol

VIM

Esther Jones

Mary Catter

Frank G. Jones

Dorothy

Joan

Barney

Keith

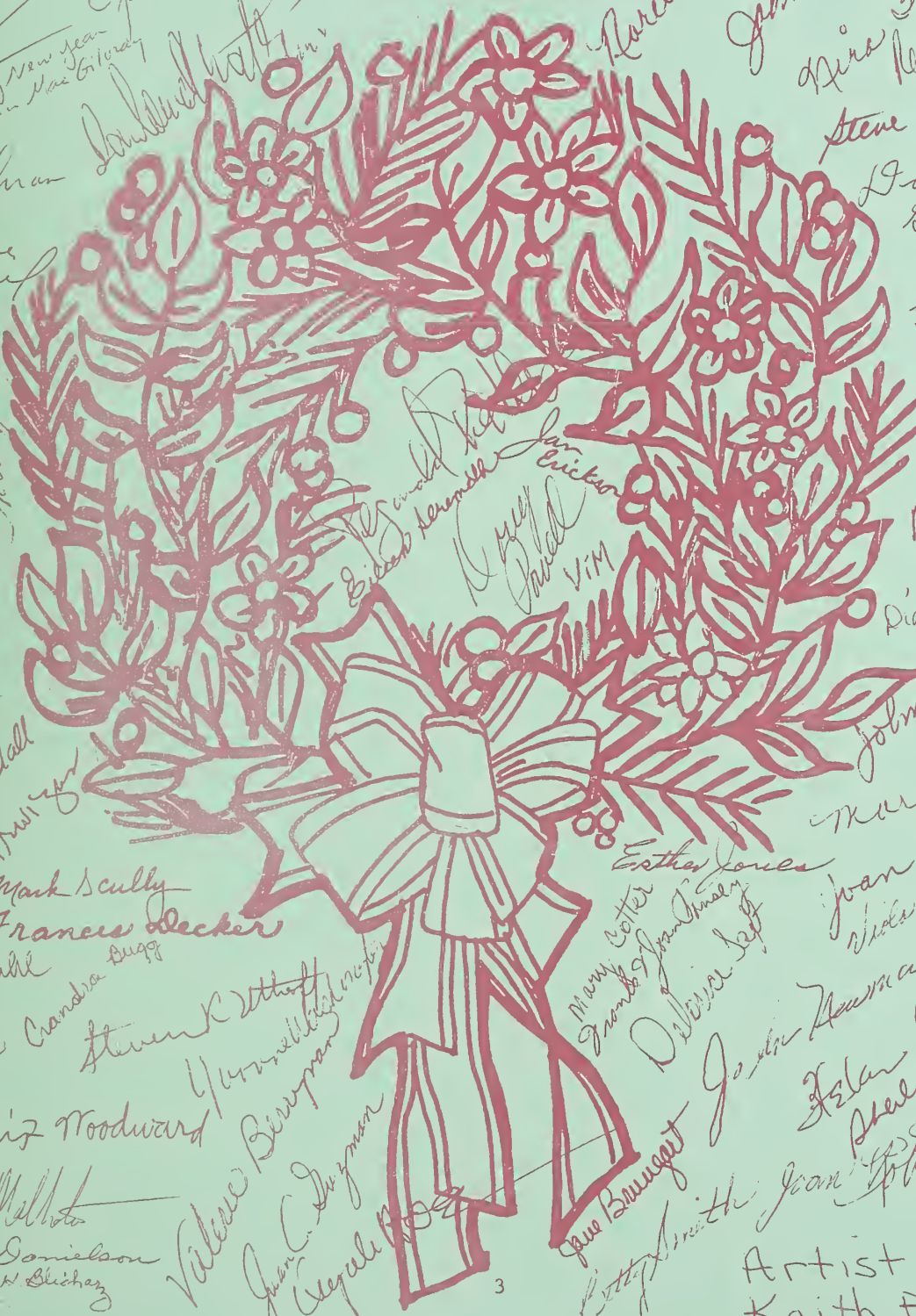
Smith

Joan

Spetford

Keith

Brown





# HAPPY HOLIDAYS

FROM L P S

Diane White

James M. Beward

Mrs. L. L. French

Billy Tucker

Howard Mowday

Betty Boyd

H. G. G. G. G.

Mary Jane Cooper  
Green

Francine Shelton  
2-4

"VBActe"

David W. Terry

Jessie E. Esby

Emma Smith

Comil Emma Smel  
Sarah L. Gunn  
11

Sarah Thompson  
Mamie Ish

Mamie Johnson  
 Clara Johnson

Clara Williams  
Rose, Ch

Rosa Chase  
Michael B.

Michael Archison  
James Carr

Artist  $\sigma$   
Keith Brown

Coleen Davis

Loa Smith

Shirley

Joe Mares  
Zone 8

JOE Stewart  
Carol F.

Carol F. Morrey

Stenie R. Gray

Carl B. Redd

Carl B. Reed  
Pharmacist

James Robinson  
250 11th Avenue

Janette Sullivan

Robert Wharton

Edna Chene

J. J. Anderson  
 Office  
 See J. J. Anderson  
 Burlington, Iowa  
 at

~~James~~  
~~W. Long~~  
~~Donald W.~~





# TYPES OF PUBLICATIONS EXCLUDED FROM THE DEPOSITORY LIBRARY PROGRAM

Many documents librarians have asked GPO for the specific criteria used to determine which Government materials are excluded from distribution under the Federal Depository Library Program. On the advice of the Public Printer's Depository Library Council, the following list of criteria is being published in Administrative Notes. This list comprises "Appendix III" of the soon to be issued Joint Committee on Printing's Guidelines on the Provision of Government Publications to Depository Libraries. These Guidelines will be issued to the needs of Federal Departments and Establishments.

PURPOSE: This appendix describes types of publications excluded from the Depository Library Program and provides examples of each type. Because they are for official use only or for strictly administrative or operational purposes, they are deemed to have no public interest or educational value.

1. JOB VACANCY NOTICES OR ANNOUNCEMENTS
2. RULES, NOTICES AND HANDBOOKS CONCERNING RECREATIONAL and WELFARE ACTIVITIES and SERVICES for FEDERAL EMPLOYEES. Includes such areas as bowling league materials, notices of picnics, parties, blood drives, health clinics, social club minutes, charity contributions, etc.

## EXAMPLE:

Information for Employees Transferring at Government Expense  
Department of Interior, Bureau of Reclamation

3. MEMOS, DIRECTIVES, NOTICES, and MANUALS of Federal AGENCIES used to implement PERSONNEL POLICIES, training activities of specific agencies and other internal administrative operations. (This does not include government-wide personnel and training activities such as those conducted by Office of Personnel Management).

## EXAMPLES:

General Manual - Merit Protection Plan  
Office Memo 1515 - Requisition & Certification  
of Professional Employees  
USDA Club of Franklin County Meeting Notice  
Reclamation Mixed Bowling League - Handbook

4. DATA INPUT FORMS used to record information to be put into manual or computer record systems.

EXAMPLES:

ADP Nonexpendable Movable Property Responsibility  
and/or project serial & retrieval input  
Input Form for Describing Biological Families & Genus

5. FORMS THAT FACILITATE CORRESPONDENCE or control scheduling, route information, or collect data in such areas as property or equipment management, personnel, operational statistics, guidelines for internal procedures.

EXAMPLES:

MEMO & letterhead stock  
Transmittal slips  
Guidelines for Correspondence Performance

6. PERSONNEL EVALUATION FORMS
7. SOLICITATIONS for the awarding of procurements including specifications and related documentation. These are usually advertised in the Commerce Business Daily and the Federal Register and can be acquired from the agency.

EXAMPLE:

Invitations for Bid Requests for Proposed Purchase Requests

8. ACCESS PASSES (IDs) for automobiles, people or buildings.
9. SIGNS AND BUMPER STICKERS THAT INSTRUCT, such as "quiet" or "wet paint," or give information, such as parking lot number or medical and access warnings.
10. WORKING DRAFT (preliminary version which is intended for strictly internal review and revision and does not go to any segment of the public for review or comment).
11. FORM LETTERS designed to go to multiple recipients.
12. USER MANUALS for computer programs in the area of information covered by the PRIVACY ACT.



## 1989 BIENNIAL SURVEY

The 1989 Biennial Survey of Federal Depository Libraries will be conducted in the Spring of 1989. This survey is required by Section 1909 of Title 44 United States Code. A complete survey packet containing the survey questionnaire, the questionnaire answer sheet, a glossary and conversion tables will be mailed to all Federal Depository Libraries in April. All Federal Depository Libraries must complete the survey questionnaire and return the answer sheet before the May 15, 1989 deadline.

The questionnaire for the 1989 Biennial Survey will be exactly the same as the questionnaire for the 1987 Biennial Survey, except for two additional questions. One question will ask for the number of personal computers readily accessible to the documents operation at your library and the second questions will ask for the number of CD-ROM readers that are readily accessible to the documents operation in your library. "Readily accessible" will be defined in the glossary that accompanies the survey.

To help you better prepare for the upcoming survey, the questions requiring statistic gathering have been reproduced for this article. For the purposes of this survey, a "year" will be the most easily defined last 12 month period (i.e. calendar year, fiscal year, or other). Libraries could also gather statistics for a three month period and multiple those statistics by a factor of four to arrive at an average "year."

Questions

18. GPO item number profile (based on last annual printout):

- (A) Item numbers currently selected by your library \_\_\_\_\_
- (B) Item numbers added in last year \_\_\_\_\_
- (C) Item numbers deleted in last year \_\_\_\_\_

19. Documents received in a typical week (by piece):

- (A) Pieces received through Depository program in paper \_\_\_\_\_
- (B) Pieces received through Depository program in micro-  
fiche \_\_\_\_\_
- (C) Map sheets received through Depository program \_\_\_\_\_

20. The number (by piece) of paper documents withdrawn from the documents collection in the last year \_\_\_\_\_

21. The number (by piece) of microfiche documents withdrawn from the documents collection in the last year \_\_\_\_\_

22. The number of maps (by sheet) withdrawn from the documents collection in the last year \_\_\_\_\_

23. The number of claims sent to GPO in a typical month \_\_\_\_\_

Conversion Tables (for Biennial Survey responses)

Paper (hard copy)

1 linear foot (12 inches) = 52 pieces

Microfiche

1 volume = 11 pieces      1 inch (including envelopes) = 75 pieces

1 title = 2.5 pieces

Maps

A standard five drawer map case holds 200 flat sheets per drawer or 1000 maps per case when full.

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